



City of Austin - JOB DESCRIPTION



Airport Property Manager

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10455	Salary Grade:	UA1
Approved:	October 24, 1997	Last Revised:	June 22, 2001

Purpose:

Under nominal supervision or working independently, supervises staff and coordinates function of airport property management.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Market unleased space at airport and work with third party developers
2. Prepare request for proposals and invitation for bids
3. Negotiate and administer leases, contracts, and agreement for use of airport properties and facilities
4. Coordinate with the City's Law Department and other agencies to develop appropriate legal documents.
5. Develop and maintain pertinent lease management files
6. Research and prepare special reports and studies

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for hiring, disciplinary actions, performance evaluations, training, counseling employees, and other supervisory duties.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Bachelor's degree in Public or Business Administration, Economics or related field, plus four (4) years of experience involving airport contracts/ lease management or governmental property management.

One (1) year of experience may substitute for one (1) year of the required education with a maximum substitution of four (4) years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.